

Job Title: Development Intern
Part-Time Position: Approximately 10-15 hours/week
(with some weekend/evening hours)
Anticipated Start Date: Sept. - Dec. 2019
Reports to: Kate Gantzer-Hayes,
Manager of Membership & Development



Position Overview

The Development Intern role provides hands-on opportunities to learn about a nonprofit science center, including organizational structure, fund development, donor and member stewardship, and community support.

Position Responsibilities

This list is not all-inclusive; duties and responsibilities may be added, deleted, or modified at any time.

1. Support the planning, coordination, stewardship, and execution of a public fundraiser, as well as VIP donor, member, and corporate sponsor events.
2. Assist in the execution, stewardship, and reporting for our annual fund campaign.
3. Create meaningful touchpoints for donor and member stewardship.
4. Coordinate the Science Center's community relations donation program by stewarding relationships with external partners using established guidelines and by providing regular reporting.
5. Promote and steward the Science Center's membership program.
6. Support preparations for the annual meeting of the Board of Directors.
7. Build monthly newsletter communications for the Board of Directors.
8. Assist with tasks associated with the transition from Raiser's Edge database to Altru's database, including data entry, data clean up, and reporting.

Required Knowledge, Skills, and Abilities

- Coursework in a relevant field.
- Exceptional writing, editing, and verbal communication skills with adaptability to organizational tone and demonstrated attention to detail in all personal and handwritten communications.
- Comfort engaging with donors, members, and the public about our organization, mission, programs, and events.
- Ability to communicate confidently via phone, adhering to appropriate etiquette.
- Ability to work independently to ensure task completion.
- Strong competency in Microsoft Windows-based software and familiarity with a database system required.
- Experience/familiarity with graphic design and Mailchimp or similar software a plus.
- Experience/interest in mission-based organizations, community outreach preferred.
- Outlook: creative, positive, flexible, friendly, detail-oriented, self-motivated, and driven to learn.

Physical Requirements

This position requires the ability to move throughout the office and Science Center, as well as transport boxes, tables, and chairs for event setup. Reasonable accommodations will be provided, if necessary, for individuals with disabilities who can perform the essential job functions of the assignment.

Compensation

If this internship meets your academic program's requirements for credit, please communicate any required documentation when you apply.

- \$250 stipend paid upon successful completion
- 1 year membership to the Association of Fundraising Professionals - Capital Area Chapter
- 1 year Enhanced Membership to Impression 5 Science Center

To Apply: Please send a cover letter, resume, and completed application (available at impression5.org) to Kate Gantzer-Hayes at gantzer-hayes@impression5.org by September 13. Contact Kate by phone at (517) 485-8116, ext. 149, with any additional questions.

Notice: A criminal background check is performed for all individuals who are employed or volunteer at Impression 5 Science Center. Unsatisfactory results of the background check will disqualify applicants from further consideration.